



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 1601.4A
N20

22 APR 2005

COMNAVREGSW INSTRUCTION 1601.4A

Subj: REGIONAL WATCH OFFICER (RWO) WATCHSTANDING PROCEDURES

Encl: (1) Regional Watch Officer Watchstanding Procedures and
Qualification Requirements

1. Purpose. To establish a Regional Watch Officer (RWO) watch and RWO watch standing procedures within Commander Navy Region Southwest (CNRSW).
2. Cancellation. COMNAVREGSWINST 1601.4.
3. Discussion. The RWO watch provides an immediate Regional point of contact capable of initial response to Regional matters that require action by the Commander. The RWO will also provide senior supervisory support to the Staff Duty Officer (SDO), acting as the Commander's representative during non-work hours. The RWO is charged with coordinating and initiating actions at times when the Commander, Deputy Commander, Chief of Staff (COS), and Executive Director (ED) are unavailable.
4. Action. This instruction establishes the RWO watch standing responsibilities. All CNRSW staff personnel who are assigned RWO duties shall comply with its provisions.

A handwritten signature in black ink, appearing to read "MR Allen", is positioned above the typed name.

M. R. ALLEN
Chief of Staff

Distribution:
COMNAVREGSW Staff

22 APR 2005

REGIONAL WATCH OFFICER (RWO)
WATCHSTANDING PROCEDURES
AND
QUALIFICATION REQUIREMENTS

Enclosure (1)

22 APR 2005

**REGIONAL WATCH OFFICER WATCHSTANDING PROCEDURES
AND QUALIFICATION REQUIREMENTS**

1. General.

a. The RWO will stand a one-person watch seven days a week taking action on incidents or matters requiring Regional Command attention. Nothing in this instruction shall preclude the RWO from coordinating directly with other staff personnel as required to ensure that appropriate action is taken with respect to any matter or incident.

b. The RWO will keep fully informed of all situations requiring Regional Commander response or action. The RWO will take action on matters requiring the Commander's attention in accordance with the Commander's policies and the procedures set forth in this instruction.

c. All E-7 to E-8 and all O-1 to O-4 officers assigned to Navy Region Southwest (NRSW) may be assigned RWO duty by the Regional Senior Watch Officer (RSWO) provided:

(1) The member is cleared for access to Secret Material.

(2) The member has qualified to stand the watch by completing at least two RWO watches while Under Instruction (UI).

(3) The member has not been excused from standing the RWO watch by the Program Director for Public Safety or higher authority.

d. RWO's will stand duties as assigned in no more than a one in 14 rotation. If a qualified RWO does not stand duty for over 15 days, the RSWO may require such RWO to stand additional under instruction watches.

2. Qualification.

a. Individuals will be designated RWO upon demonstration of a thorough knowledge of all relevant instructions, special incident procedures, the CNRSW mission, Casualty Assistance Calls Officer (CACO) procedures, emergency recall procedures, bomb threat responses, current force protection condition and measures, and all standard operating procedures (SOPs).

b. The RSWO is responsible for the qualification of all

22 APR 2005

RWOs. All RWO's must complete Personnel Qualification Standards (PQS) for RWO duty within 45 days of reporting to CNRSW and shall submit the completed PQS Card, enclosure (1), to the RWSO.

3. Duty hours. The RWO is considered "on duty" for the full 24 hour period of their duty day:

a. RWO Phone Watch. Provided the RWO lives within a 30 mile radius from Building 28 located at the Old Town SPAWAR Complex, the RWO may stand the RWO watch by maintaining the RWO cell phone and log book in their personal possession.

(1) Workdays. During regular workday duty, the RWO phone watch shall begin watch-standing duties following daily Line Up and shall remain on duty until following morning. The RWO will attend the daily morning Line Up (Monday, Wednesday and Friday 0830; Tuesday and Thursday 0800). Face to face turnover of the RWO cell phone, keys, and logbook with the oncoming RWO is conducted following the Line Up, both the oncoming and off-going RWO will attend. Following turnover the oncoming RWO will contact both the Watch Commander and the SDO to report they have assumed the watch.

(2) Weekend and holiday. The same procedures apply as stated above with the exception that the RWO will have the watch throughout the weekend and will be relieved the following workday.

b. RWO Watch in Building 28. All RWO watch standers living more than 30 miles from the Old Town SPAWAR Complex, Building 28, must stand RWO watch in Building 28. In the event that the Force Protection (FP) conditions are designated as "Bravo" or upon direction from the Chief of Staff at anytime, the RWO watch will be stood in the RWO room located in Building 28. The procedures for standing RWO watch in Building 28 are the same as above. The RWO may briefly leave the building for meals.

4. Responsibilities.

a. Turnover requirements. During turnover, RWOs will review all pass-down items currently outstanding. During RWO turnover, the RWO will pass information on concerning the following items as a minimum, and upon setting the watch, the RWO will receive a current situation brief on these items from both the SDO and Regional Watch Commander:

(1) Current San Diego harbor operations to include

COMNAVREGSWINST 1601.4A

92 APR 2005

scheduled ship movements, harbor movements of high value assets, if any (CV/CVN, LPH, LHD, SSBN), dive operations, intelligence updates, naval security boats disposition and any scheduled training exercises;

(2) OPREP3 or SITREP messages received by CNRSW within last 24 hours and any other emergency action messages received within last 24 hours and their disposition;

(3) Any CACO action required;

(4) Security incidents within last 12 hours; and

(5) Any incident that may be of interest to or require action by CNRSW staff.

b. The RWO is required to be familiar with the information contained in, and the use of the following reports/logs/folders located in the duty office:

(1) Staff Duty Officer Log.

(2) SDO Binder.

(3) RWO Pass Down Log. This log is maintained to call attention to special orders or information concerning upcoming watches, or to report unusual circumstances which need clarification for future watches. It shall be checked prior to assuming each watch. New material shall be read and initialed by each RWO.

c. Special Incident Reporting. The RWO shall be familiar with the provisions of OPNAVINST 3100.6 (series) for basic OPREP-3/SITREP message writing. Detailed information on special reporting requirements for general, violent crime and rape/sexual assault incidents are also available. The SITREP binder contains guidance on all report filing.

d. Matters of Public Interest. The CNRSW Public Affairs Officer must be notified of any matter that may raise public interest. This includes any Navy accident, casualty, incident, oil spills of any amount, or any other incident in Navy Region Southwest geographic region that may draw the attention of the media and public. At no time will the RWO converse with any representative of the media regarding any issues or events. The RWO will direct the media to contact the Public Affairs Office.

e. RWO's will refrain from alcohol use, attendance at

22 APR 2005

social functions or any other event that could preclude immediate arrival at Building 28 in case of recall. At no time will the RWO leave the 30 mile radius of Building 28.

5. Message Traffic. The RWO will be notified by the SDO of any message traffic that requires CNRSW action.

6. Interaction with SDO and Regional Watch Commander. The current watch requirements of the CNRSW SDO and Regional Watch Commander remain unchanged. These two watch stations will initially report to the RWO on any incident of note within their respective watch duties, with follow on notification being the responsibility of the RWO.

22 APR 2005

Regional Watch Officer PQS Card

Rank / First and Last Name: _____

The under instruction (UI) watch stander shall stand a minimum of two UI watches under the supervision of a qualified RWO.

Prospective RWO
Signature/Date

Prospective RWO
Signature/Date

A qualified RWO must demonstrate a thorough understanding of:

► Preparation of a Navy message using Turbo Prep Software.

[(RWO) (SDO)] Signature/Date

► Preparation of Special Incident messages (OPREP-3, SITREP, NAVY BLUE DART, etc.).

[(RWO) (SDO)] Signature/Date

► Procedures for Casualty Assistance Calls Officer events, including all reports and notification actions.

[(RWO) (SDO)] Signature/Date

► Actions required upon receipt of an AMCROSS message.

[(RWO) (SDO)] Signature/Date

► Operations and watch standing in the SDO office.

[(RWO) (SDO)] Signature/Date

► Prospective RWO is familiar with COMNAVREGSWINST 1601.4A.

[(RWO) (SDO)] Signature/Date

► Complete RWO written examination with assistance from RWOs/SDOs.

[(RWO) (SDO)] Signature/Date

► Demonstrate oral knowledge of RWO watch standing duties to RSWO.

RSWO Signature/Date

► Final RWO qualification - display RWO watch standing knowledge and duties to ACOS for Public Safety

PD Public Safety
Signature/Date